



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 17th January 2023 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, Kate Bailey, Ann Grant, Nick Manby-Brown, Ulli Parkinson, Sharone Parnes, James Spencer-Churchill

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk
Rachel Peters - RFO

Members of the public attended: 3

01/01/23	<p>Apologies for Absence</p> <p>Apologies were received from Cllr Bleakley, Cllr Lamb, Cllr Manson and Cllr M Parkinson</p>
02/01/23	<p>Minutes of last meeting</p> <p>To consider for approval, the following minutes: -</p> <p>a.) Minutes of the Town Council Extraordinary meeting held on 29th November 2022</p> <p>b.) Minutes of the Town Council Extraordinary meeting held on 5th December 2022</p> <p>c.) Minutes of the Town Council Meeting held on 13th December 2022</p> <p>Several amendments were requested to the minutes listed above. These were accepted and it was RESOLVED that the minutes of the Town Council Extraordinary meetings held on Tuesday 29th November and Monday 5th December and the minutes of the Town Council meeting held on Tuesday 13th December be APPROVED as a true and accurate record of those meetings</p> <p>All minutes were signed by the Mayor</p>
03/01/23	<p>Declarations of Interests</p> <p>Cllr Poskitt declared an interest regarding planning matters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning sub-Committee.</p>
04/01/23	<p>Public Speaking and Question Time</p> <p>Colin Carritt spoke to the meeting about the proposed 20mph speed limit. The main points raised were: -</p> <ul style="list-style-type: none">• There is overwhelming support in Woodstock.• The Traffic Advisory Committee (TAC) is also in support of the proposal• TAC have spoken to OCC about the details in the paper that they circulated and it was well received by OCC

	<ul style="list-style-type: none"> • The proposal has been promoted across Woodstock and has had a positive response. • The proposal fits with the County's policies and Woodstock Town Council is urged to approval the proposal. • A map showing the proposed speed limit changes was shown and the various speed limit zone were explained. <p>Councillors raised the following: -</p> <ul style="list-style-type: none"> • Would it be possible to have a large version of the map to enable seeing the locations better? • Would the staggering of speeds be off putting to drivers? • Is there any documentation of the overwhelming support? <p>It was explained that the space between the various speed limits was larger than it appears on the map and should not deter drivers. The meeting was also informed that there was not any documentation of overwhelming support</p>
	<p>Agenda items 5 and 6 were swapped</p>
<p>05/01/23</p>	<p>District Councillor's Report To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (Previously circulated)</p> <p>Cllr Cooper offered to take questions on the report.</p> <p>Cllrs Parnes asked about the provision of web casting WODC meetings and if audio could be made available even if visual is not available. Cllr Cooper asked if he could be sent the question by email so that he could follow it up.</p>
<p>06/01/23</p>	<p>County Councillor's Report To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated)</p> <p>Cllr Graham provided an update to his report: -</p> <ul style="list-style-type: none"> • OCC is investigating the position of parking meters and would like a representative from Woodstock Town Council to assist them. • The consultation process has now finished for the hotels parking permits • There is a new scheme started where you can buy single bus journey for no more than £2. Since the start of the scheme there has been an increase in usage • The Hensington Road Health Centre/Library is progressing well and a draft site planning has been created to show that a new facility will fit on the site and will also increase the parking provision. The cost of the build will be near £7m and OCG still need to agree if they are prepared to provided funding. <p>Councillors asked the following questions: -</p> <ul style="list-style-type: none"> • Cllr Spencer-Churchill asked if Hensington Road Memorial Garden would be kept? Cllr Graham advised that it would stay. • Cllr Grant asked about the 4.99% increase in council tax and if this was the best time to be increasing the tax? Cllr Graham explained the adult social care is part of the increase and is an increase the government recommended to be included and that the council needs to protect its services. • Cllr Parnes asked about the A44 project fund and a bid for £180m Cllr Graham asked that Cllr Parnes put his question in writing and that he will get a response for Cllr Parnes.

	It was proposed that the meeting move to agenda item 10 – Traffic Advisory Group
07/01/23	<p>Traffic Advisory Group</p> <p>a.) Motion – 20mph Scheme – Proposed by Cllr Poskitt Seconded by Cllr K Bailey</p> <p>Motion to be consider: -</p> <p><i>WTC approves the plans for the 20mph scheme as per the working group’s suggestion.</i></p> <p>The motion was discussed and the following amendment was proposed by Cllr Parnes and seconded by Cllr Grant</p> <p>To add the following wording after suggestion – subject to a consultation with the local community.</p> <p>It was discussed how to consult with the community and an online survey was suggested.</p> <p>A name vote was requested on the proposed amendment.</p> <p>For: Cllr Parnes, Cllr Addis, Cllr Grant, Cllr Bailey, Cllr Manby-Brown, Cllr U Parkinson, Cllr Spencer-Churchill Against: Cllr Poskitt Abstaining: None</p> <p>A vote was then taken on original motion with the approved amendment.</p> <p>For: 8 Against: 0 Abstaining: 0</p> <p>It was agreed that the clerk would look into ways to hold the survey and to liaise with Cllr Parnes regarding the survey.</p> <p>It was therefore RESOLVED to approve the plans for the 20mph scheme subject to consult with the local community.</p> <p>b.) Parking Scheme – Councillors are asked to appoint a council member to join the group deciding positioning of notice, meters etc relating to the Parking Scheme.</p> <p>The item was discussed and it was decided that Cllr Poskitt would ask Cllr Lamb if she would join the group.</p> <p>c.) To receive an update on the A44 working group.</p> <p>An update about the recent meeting that OCC held regarding the A44 was provided by the clerk. It was explained that it was an initial meeting that just outlined how OCC is planning on running the project and the areas it covers and that there would be more meetings in the future.</p> <p>Cllr Poskitt and Cllr Spencer-Churchill have agreed to continue being on WTC A44 group.</p> <p>d.) To receive an update on other items raised at the group and to approve any actions required.</p> <p>There were no other items to be discussed</p>
08/01/23	<p>Annual Town Meeting</p> <p>Due to the Community Centre being booked on the planned date councillors are asked to approve the change of date from Tuesday 28th March 2023 to XX April 2023</p>

	It was AGREED to hold the meeting on Tuesday 18 th April 2023
09/01/23	<p>Offer of Help with Local up and Coming Events To discuss the offer of help from Owen Mumfords (email previous circulated)</p> <p>It was agreed that Cllr Bailey would liaise with Owen Mumfords. Cllr Bailey to email the other councillors for suggestions.</p>
	Agenda Item 10 was moved up the Agenda to after Item 6
10/01/23	<p>Property</p> <p>a.) To note January's property report The report was noted</p> <p>b.) To consider the report from Cllr Grant concerning the following: -</p> <ol style="list-style-type: none"> 1.) Community Centre - Utility costs 2.) Town Hall - Exterior and interior decorating <p>Cllr Manby-Brown thanked Cllr Grant for raising the concerns and advised the meeting that he will find the answer to the questions.</p> <p>A question was raised regarding how much repairing the leak in the community centre cost. It was decided that Cllr Bleakley would be asked to provide details.</p>
11/01/23	<p>Environment Working Group Report</p> <p>A report was received from Cllr Manson</p> <p>a.) To approve the quote for tree work Only one company had submitted a quote of £7,320 + VAT The quote was put to a vote and all were in favour it therefore RESOLVED to accept the quote</p> <p>b.) To choose and approve the quote for repair/replacement of bridges It was proposed to accept the quote from company 4. This was put to a vote and all were in favour it was therefore RESOLVED to appoint company 4 at a cost of £5,125 + VAT</p> <p>c.) To approve extending the grass cutting contract for one more year at the revised prices. Which was a 10% increase on last year. During the discussion a request was made to keep the grass cutting as separate item in the budget. It was agreed the RFO would make the change. The extension to the grass cutting contract was put to a vote and all were in favour it was therefore RESOLVED to extend the contract for another year at the revised prices provided.</p>
12/01/23	<p>Planning & Licensing</p> <p>a.) Planning Applications To consider response to the following applications: -</p> <ol style="list-style-type: none"> 1.) 22/03419/HHD 10 New Road, Woodstock Erection of single and two storey rear extension. Erection of new porch Woodstock Town Council has no comments or objections 2.) 22/03466/HHD 2 Water Brook View, Woodstock Front extension including porch and entrance hall

	<p>Woodstock Town Council has no comments or objections</p> <p>3.) 22/03515/HHD 42 Banbury Road Woodstock Erection of two storey and single storey rear extensions</p> <p>Woodstock Town Council is unable to comment due to the lack of documentation on the website. ACTION – The clerk will contact WODC to request further information.</p> <p>4.) 22/01715/OUT Land South of Perdiswell Farm, Shipton Road, Shipton On Cherwell Erection of up to 500 dwellings with associated access, open space and infrastructure - Updated submission documents received</p> <p>It was proposed that item be deferred to the extraordinary meeting of the council which has been suggest to be held w/c 23rd Jan. Cllr Parnes also suggested that in the meantime the Council still submits a response which supports Bladon Parish Council’s original response.</p> <p>It was AGREED to defer the item to the extraordinary meeting</p> <p>b.) Botley West Solar Farm</p> <p>1.) To receive an update on the recent meeting held by WODC</p> <p>Cllr Graham provided a brief update including: -</p> <ul style="list-style-type: none"> • WODC strongly feel that it needs to test the proposal and test the consultant process to ensure it is carried out correctly by the developers. • WODC will be preparing for the planning inspector • They will be carrying out impact assessments and asking for local input from Parish and Town Councils • They have assigned a dedicated senior officer to work on the proposal • They are looking to work together with other districts and parish/town councils <p>2.) To approve WTC working with and supporting WODC going forward on the work they are doing on responding to the proposal and to approve working with other local Parish Councils affected by these proposals.</p> <p>It was AGREED to work and support WODC in the work they are doing on responding to the proposal.</p>
13/01/23	<p>Responsible Financial Officers Report</p> <p>Due to the Christmas break, there was not enough time to prepare financial papers for December 2022.</p> <p>a.) To consider for approval the lists of payments processed for 30th June – 30th November 2022. (deferred from 13 Dec Meeting)</p> <p>It was RESOLVED to approve the list of payments</p> <p>b.) To approve the bank reconciliations presented (deferred from 13 Dec meeting)</p> <p>It was discussed that the bank reconciliation be signed in the meeting in future.</p> <p>It was RESOLVED to approve the bank reconciliations.</p> <p>c.) To note the Cost Centre report of budget against actual income and expenditure at 30th November 2022 (deferred from 13 Dec Meeting)</p> <p>The cost centre report was noted</p> <p>d.) HMRC Payments – to consider the report from Cllr Grant</p>

A reply to Cllr Grants report was provided by the RFO and circulated prior to the meeting. The items related to staff payments including tax and NI. The payment made by the Locum Clerk in September 2022 was incorrect and was an overpayment. The Council has received a refund from HMRC

e.) VAT – to consider the report from Cllr Grant

The original question was raised in December and item G now provides an answer to the question.

f.) Budget query for 22/23 regarding VAT and budget needs for 23/24 – to consider the report from Cllr Grant

Item G now provides an answer to the question.

g.) **Motion** – VAT Exemption Calculation - Proposed by Cllr Manby-Brown
Seconded by Cllr Bailey

Motion to be consider: -

WTC resolves to that DCK Accounting Ltd be requested to carry out a VAT Exemption Calculation for 2021/2022 at a cost of £205 plus VAT

Cllr Manby-Brown explained the situation with the VAT exemption and the reason for the proposal.

The motion was put to a vote and all were in favour the motion. It was therefore **RESOLVED** that the council would request DCK Accounting Ltd to carry out a VAT Exemption Calculation.at a cost of £205 + VAT

h.) **Motion** – Draft Budget and Precept Approval – Proposed by Cllr Manby-Brown
Seconded by Cllr Poskitt

Background

At the 13 Dec meeting, the following item was on the agenda:

To consider the draft Budget for 2023/24 – Motion – Proposed by Cllr Manby-Brown – WTC resolves to maintain the current precept for the coming financial year at £149,073.

Because the budget was not approved at the meeting prior to the approval of the precept it is prosed to rectify the situation that the following motion is consider.

WTC to re-consider the draft Budget for 2023/24 and to approve the Budget for 2023/24 and re-approve the precept of £149,073, which was agreed at the 13 Dec meeting.

Cllr Manby-Brown explained the situation and the explained the proposal to correction the situation.

The item was discussed and the following points raised: -

- Budget – VAT allowance of £10k should be included if there any large projects
- Staff Costs – Questions regarding pension and locum costs
- Last years budget was raised by 14% and included £10k for the 20mph scheme.
- Advice from external accountants was that the precept should not be increase or dropped due to the level of reserves.
- It was pointed out that the budget should not include contingencies and the level of reserves should be set.
- Why has the staffing budget increased to £70k – Cllr Manby-Brown provided an explanation that the staffing budgets from other area have been reduced and the surplus has been included in this budget heading.

The following staff budget figures include the pension allocation which is shown as a separate line in the budget

A positive variance is an increase in budget

Budget	2022/23	2023/24	Variance
Admin	55,000	77,000	22,000
Environment	3,000	-	- 3,000
Town Hall	13,000	3,500	- 9,500
Community Centre	14,000	3,500	- 10,500
Totals	85,000	84,000	- 1,000

- Suggested that the donations be increased and split £3k and £2k – It was **AGREED** to increase the budget and the split of £3,000 for the annual applications and £2,000 for requests during the financial year.
- The rent on 8 Park Street was recorded incorrectly – It was **AGREED** to change the amount from £12,000 to £14,400.
- There is still an entry for the jubilee which is no longer needed – It was **AGREED** to change the reference from Jubilee to Coronation.
- There was a name on the report that requires removing – It was **AGREED** to remove the name and replace it with Cobbles

After the discussion the items were put to two individual votes, one for the budget and one for the precept.

Budget - A named vote was called for.

For: Cllr Bailey, Cllr U Parkinson, Cllr Manby-Brown, Cllr Poskitt, Cllr Spencer-Churchill

Against: Cllr Parnes, Cllr Grant

Abstaining: Cllr Addis

It was therefore **RESOLVED** to approve the budget for 2023/24

Precept – A named vote was called for.

For: Cllr Bailey, Cllr U Parkinson, Cllr Manby-Brown, Cllr Poskitt, Cllr Spencer-Churchill, Cllr Addis

Against: Cllr Parnes,

Abstaining: Cllr Grant

It was therefore **RESOLVED** to reapprove the precept for 2023/24

Cllr Bailey left the meeting

14/01/23

i.) **Motion** – Second Interim Audit – Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt

Background

To help the council and the RFO achieve a positive audit in June 23 it is proposed that a second interim audit takes place (this item was deferred from 13th Decembers meeting) and that the auditor be invited to give a short talk to council members about financial matters, audit, budgets and governance.

Motion to be consider: -

WTC resolves to carry out a second interim audit on 14 February 2023 to help the Council and Responsible Financial Officer achieve a positive Final Audit in June 2023 and to invite the auditor to attend a pre-Town Council

meeting at 5.30pm on the 14th February 2023 to give a short talk about Financial Matters, Audits, Budgets, and Governance.

Cllr Manby-Brown explained the motion and it was put to a vote and all were in favour of the motion.

It was therefore **RESOLVED** that a second audit would be carried out at a cost of £350 + VAT as per the deferred motion and the auditor would be invited to give a talk to the Council, before the February meeting at a cost of £60 per hour.

15/01/23

Motions

To consider motions raised by council members.

a.) Update on Resolved Items – Proposed by Cllr Parnes

Background

Council is asked to receive Update on Resolved but apparently not actioned submissions RE:

The application for major development on 'Land South of Perdiswell Farm, Shipton Road' (aka PR10) at Cherwell District Council's online Planning Register is at the time of this report showing a revised Target Decision Date of 21/12/2022 but no Woodstock Town Council submission since 27/07/22, despite a recent Council Resolution to notify CDC's Planning Authority of WTC's full endorsement of the comprehensive submission from Bladon Parish Council in accordance with the wording of the relevant WTC Resolution at the time.

WTC Resolved submission for consideration by the Planning Inspectorate, regarding support for an appeal against enforcement of a local restaurant's outdoor awnings in the particular circumstances discussed by the Council, has not been circulated to Members despite previous requests and it is unclear as to whether the submissions have been made and considered amongst the apparent absence of any progress report or outcome of the appeal process.

Motion to be consider: -

(a) That Woodstock Town Council note status clarifications and explanations of any reasons for delay and instruct prompt rectification for immediate implementation of the Resolved actions and (b) that copies of WTC's submission on both matters be circulated to all Members

Cllr Parnes explain the motion.

Cllr Poskitt provided an explanation.

In relation to the appeal she advised that a response had been sent but it appears that appeal system is less tolerant of late responses then the planning system and WTC comments were too late to be accepted.

In regards to Persidwell Farm application that she had provided a response and assumed that the Town Clerk's Assistant, who was very reliable in this respect, had submitted it. Also, Cherwell DC did not seem very efficient at uploading responses to their website and that she knew of several people who had to ask for their responses to be uploaded on to the website. She also advised that the Council will have an opportunity to respond again to the application when it reviews the latest submission at the proposed ETC the following week.

The motion was withdrawn.

	<p>b.) Legal Instructions During Botley West Solar Farm Proposal – Proposed by Cllr Parnes Seconded by Cllr Grant</p> <p>Background</p> <p>A recent press release states the national law firm Freeths has advised Photovolt Development Partners (PDVP) on its development of Europe largest ever solar farm, based in Hampshire and Oxfordshire.</p> <p>Motion to be consider: - <i>Woodstock Town Council RESOLVES: Cognisant of the wide-ranging and deep concerns in Woodstock and numerous neighbouring communities, in relation to the proposed ‘Botley West’ solar farm power plant, and having become aware of recent publicity announcing Freeths representation of Photovolt Development Partners on the project, the Town Council will refrain from any new instructions to Freeths (which has been a legal representative of the Town Council) until after the proposals are determined</i></p> <p>Cllr Parnes explained the motion.</p> <p>Cllr Grant pointed out that though Freeths was the Councils agreed retained solicitors at the Annual TC Meeting they had agreed the option of seeking advice of specific solicitor for the particular field of expertise needed</p> <p>Cllr Manby-Brown suggested that the clerk be asked to look at other solicitors.</p> <p>The motion was put to a vote. For: 5 Against: 1 Abstaining: 1</p> <p>It was therefore RESOLVED that WTC would refrain from any new instructions to Freeths until after the solar farm proposal is determined. ACTION – The clerk to look at other possible solicitors.</p>
16/01/23	<p>Staffing Committee To review the Staffing Committees Terms of Reference and approve any changes.</p> <p>It was AGREED to defer the item to the next meeting.</p>
	Cllr Parnes left the meeting
17/01/23	<p>Exclusion of Press and Public To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege.</p> <p>Cllr Grant proposed Seconded by Cllr Poskitt unanimously agreed</p>
18/01/23	<p>Civil Monetary Claim Due to the nature of the claim councillors are asked to approve the creation of a sub-committee comprising of the Clerk, Mayor and one other councillor. The sub-committee to work with the Council’s solicitors in producing and approving the defence of the Council. The sub-committee to have delegated powers to approve the defence and to have approval to spend up to an amount to be agreed without having to return to full council.</p> <p>It was AGREED that the Clerk, Cllr Poskitt, Cllr Grant and Cllr Manby-Brown would be delegated to work on the issue, and any cost incurred would come from the Legal Fees budget</p>
19/01/23	To confirm the next meeting of Woodstock Town Council

	<p>Date and time of next meeting is 6.30pm on 14th February 2023 at Woodstock Town Hall</p> <p>The date and time of next meeting was confirmed.</p>
20/01/23	<p>Close Meeting</p> <p>Meeting closed at 8.53pm</p>